

AIR BRANCH POST-AWARD EVALUATION PROTOCOL
Arkansas Department of Environmental Quality
Assistance Agreement A-00614917
July 1, 2016 – June 30, 2017

Review Date: December 29, 2017
Person(s) Contacted: Christopher James and Deiona McKnight
Air Award Amount: 1,087,051.04

Review Type:

☐ Programmatic on-site

☐ Programmatic technical assistance

☒ Programmatic off-site

☐ Programmatic Management Assistance

Program Activity Synopsis			
Questions	Yes	No	N/A
1. Is payment history consistent with progress of activity as of completion?	X		
2. Was the work under the agreement completed timely and as schedule?	X		
3. Was the performed work within the scope of the recipients work plan?	X		
4. Were the recipient's staff and facilities appropriately able to handle the work under the agreement?	X		
5. Were the products/progress reports submitted on time?	X		
6. Were the products/progress reports submitted on acceptable?	X		
7. Did the recipient achieve the agreement outcomes and outputs and meet the agreed upon milestones identified in the assistance agreement work plan?	X		
8. Did the recipient experience significant problems achieving outcomes, outputs or milestones?		X	
9. Did the recipient comply with the programmatic terms and conditions of the agreement?	X		
10. Did the recipient purchase equipment as planned in the agreement?	X		
11. Was the equipment used as planned?	X		

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Introduction, Background and Methodology

This grant is to provide assistance to the Arkansas Department of Environmental Quality (ADEQ). The Arkansas Department of Environmental Quality (ADEQ) is responsible for administering the provisions the Federal Clean Air Act (FCAA) and the Federal Clean Air Act Amendments (FCAAs) of 1990.

The program was designed to protect the air resources of the State of Arkansas. Section 105 grant funding supplements programs that contribute to the ADEQ's mission of clean air for the State of Arkansas.

The ADEQ is the primary agency in Arkansas responsible for protecting air quality. This is accomplished, in part, through Section 105 grant funding that primarily supports national air initiatives associated with air monitoring, modeling, emissions inventories, data collection, mobile source activities, compliance inspections, enforcement and complaint response, and assessment and planning activities.

The following protocol was followed:

- Reviewed the workplan, performance records to date, payment history, and records of communications with the recipient.
- Verified status of each review area. Verified that there were no known issues related to performance or compliance with terms and conditions of the assistance agreement.
- Notified the recipient of the purpose and scope of the evaluation and sent a topic agenda.
- Discussed progress and status with the recipient.

Observations and Conclusions

Financial

ADEQ's FY 17 federal Air grant award amount was 1,087,051.04. Prior to the visit, the Project Officer reviewed payment history as shown in Financial Status Reports and IFMS records. Of the federal funds awarded, 1,087,051.04 has been drawn down.

I performed transaction testing for a draw down dated November 22, 2016 in the amount of \$64,369.22 for ADEQ. ADEQ provided me with Time sheets, vouchers, accounting reports and quarterly expenditure reports. I chose a random date within the year. The accounting added up correctly upon completion of my review. The hard copies will be added to my files. I recommend requesting the transaction review as soon as the grant expires on the next review to allow additional time to receive and review documents from ADEQ.

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Technical.

Specific work activities, outputs, and outcomes are based on EPA's national guidance and documented in ADEQ's negotiated work plan which links them to EPA's national goals, objectives, and strategic measures. ADEQ regularly enters monitoring data in AirNow, emissions inventory data in NEI, NAAQS pollutant data in AQS, and permitting data in AFS. Reporting mechanisms include monthly or as-needed conference calls, letters, emails and faxes. Submittals meet EPA standards. Technical work meets EPA's quality standards.

EPA and ADEQ complete an annual detailed joint evaluation of specific workplan accomplishments of this Continuing Environmental Program (C.A.A. Sec. 105) when ADEQ submits its annual report within 90 days (9/30/17) of the grant end date (06/30/17). ADEQ has a long history of success in maintaining clean air in Louisiana.

The States' staff and facilities are adequate to handle work under the agreement. Personnel and operational changes over the last few years have resulted in noticeably shortened response times and improved communications. Work under the agreement is on schedule. Since the workplan is for a comprehensive, continuing program, activities are ongoing. Major milestones are being met.

Program Regulations/Terms and Conditions.

In accordance with 40 CFR, Section 31.41, quarterly Federal Financial Reports (FFR) are due on or before 90 days after the end of each quarter and a final report is due within 90 days of the project end date.

Equipment.

Equipment purchases are for essential components of ADEQ's air monitoring network. Region 6 technical staff is substantially involved in overseeing the ADEQ'S monitoring program, including equipment components and configuration. ADEQ'S also submits results of an annual network review to Region 6. **\$25,000** was budgeted for Air monitoring Equipment. Along **\$25,000** for the replacement of a high mileage vehicle.

Travel.

ADEQ evaluates and prioritizes travel needs. Travel requirements and plans are documented in their approved workplan and budget. ADEQ uses State Travel government rates. Travel includes trips for training and certifications in several operational areas including Emissions Inventory, Air & Waste Management, Enforcement & Compliance, and Air Monitoring.

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ADEQ committed to participate in Region 6 meetings and trainings subject to budget and travel limitations. \$71,000 was budgeted for travel for the FY 2017 grant year.

Quality Assurance.

ADEQ's Quality Assurance Management Plan 16-129 was approved 02/09/2016 and expires 02/26/17, and Quality Assurance Management Plan 17-129 was approved 02/14/2017 and expires 02/26/2018 Quality Assurance Project Plans and expiration dates are as follows:

QTRAK#	Title	Expires
16-005	Ambient Air Quality Monitoring	(12/01/2016)
16-025	National Air Emission Inventory	(12/30/2016)
16-261	ICIS-AIR Enforcement for Data Management	(07/06/2017)
17-021	Ambient Air Quality Monitoring	(12/01/2017)
17-037	National Air Emission Inventory	(12/30/2017)

Review Areas that Do Not Apply to this Agreement

- Property
- Conferences
- Sub-agreements
- Program Income
- Human Subjects
- EPA Furnished In-Kind Assistance
- Recipient-furnished Third Party In-kind Assistance

Issue Resolution

No unresolved issues were identified.

AREAS REQUIRING PROJECT OFFICER ASSISTANCE

No areas require non-routine Project Officer assistance.

SIGNATURE OF EVALUATOR

DATE

AGREEMENT NUMBER

A-00614917

Terrie Wright
December 29, 2017

Financial Transaction Review
Arkansas Department of Environmental Quality (ADEQ)
Clean Air Act Section 105 Grant #00614917, FY 2017

One cash draw was randomly selected and its related disbursement transactions were reviewed:

DT 17AS1016304 FY2016 11/22/2016 \$64,369.22

Using accounting documents and timesheets provided electronically by the Arkansas Department of Environmental Quality, all categories reconciled to the draw amount and timesheets corresponded to expenses. The draw covered activities conducted between October 1, 2016 and October 31, 2016. Per the timesheets submitted, the Fiscal Division Manager performed work during this time period.

Personnel.....	\$	30,925.00
Fringe Benefits.....	\$	11,062.00
Equipment	\$	0.00
Mileage	\$	2,646.00
Travel	\$	488.09
Supplies.....	\$	52.13
Contractual.....	\$	0.00
Other Costs.....	\$	2,014.00
IDC Costs.....	\$	17,182.00
Total (Federal)	\$	64,369.22
Total (Federal) draw down.....	\$	64,369.22

There are no concerns with this draw. Review of the documentation provided by the Arkansas Department of Environmental Quality fully supported the draw.

Christopher James (Fiscal Division Manager) and Deiona McKnight (Environmental Program Coordinator), provided the documentation to perform this review.

Terrie Wright
Project Officer
Region 6
U.S. Environmental Protection Agency
December 29, 2017